



australian
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O-73 Fraudulent Document Policy

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Glossary of Terms

Term	Meaning
Candidate Portal	The online portal that allows skills assessment candidates to create an individual profile and submit a skills assessment application and required documentation to APC
Fraudulent document	One that is forged, false or altered from the original version
Skills Assessment	An APC process to assess the identity, qualifications and skills of an individual who has completed pharmacist training in a country outside of Australia and who wishes to register as a pharmacist with the Pharmacy Board of Australia

List of Abbreviations

Abbreviation	Term
APC	Australian Pharmacy Council
DHA	Department of Home Affairs
PharmBA	Pharmacy Board of Australia

Fraudulent Document Policy

1. Purpose

APC has the responsibility to ensure that pharmacists wishing to migrate and/or practise in Australia are genuine and has a zero tolerance for fraud.

This policy describes the management by the Australian Pharmacy Council (APC) of fraudulent document(s) that may be submitted by an individual as part of a Skills Assessment application.

2. Scope

This policy applies to all documents submitted to the APC by an individual seeking an APC Skills Assessment.

3. Policy Statement

3.1. Candidate obligations

Individuals seeking an APC Skills Assessment are required to submit specific documents as described in the [APC Assessment Standards](#). All submitted documents must meet the requirements of the [APC Skills Assessment Document Policy](#).

When submitting their documents via the APC Candidate Portal, candidates are required to sign a declaration that states the information they have supplied in their application is complete, correct, and up-to-date, and not misleading.

3.2. APC obligations

APC staff who assess submitted candidate documents complete regular Department of Home Affairs (DHA) training in relation to fraudulent document detection.

If APC staff suspect that a submitted document is fraudulent, they will utilise additional measures (where required) to verify the legitimacy of the information, including (but not limited to) primary source checks.

If APC staff find evidence that a submitted document is fraudulent, APC will:

- issue a formal written warning to the candidate, advising them that the issue may be notified to the Pharmacy Board of Australia (PharmBA) and the DHA
- assess the nature of the fraud and may share the details of the candidate and the fraudulent document(s) submitted by the candidate with the DHA (when appropriate)
- assess the nature of the fraud and may share the details of the candidate and the fraudulent document(s) with PharmBA (when appropriate)
- assess the nature of the fraud and determine if the candidate is able to progress with their APC Skills Assessment. APC will make this decision on a case-by-case basis.

4. Roles and Responsibilities

The APC Assessments Team is responsible for compliance with this policy, ensuring alignment with DHA and PharmBA policies.

5. Related documents/ Links

[Assessments Standards](#)

[Skills Assessment Document Policy](#)

[Privacy Policy](#)

6. References

[Guidelines for Skilled Migration Assessing Authorities 2021, Dept of Education, Skills & Employment](#)



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